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13 February 1958

MEMORANDUM FOR: Director of Training  
SUBJECT : Intelligence School Weekly Report #6  
7 February through 13 February

*most of it  
repetitive*

I. SIGNIFICANT ITEMS:

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The first running of Intelligence Research (Techniques) was completed on 7 February. A graduation party given by [redacted] was attended by DTR, AD/SI, C/IS, faculty, and students. The eight students in this full-time, four-week course made extremely favorable comments in the final course critique. Several recommended that analysts take a refresher course every three to five years. Because the intelligence research experience of students ranged from three months to five years, the course was conducted on the seminar plan. The seminars resulted in a stimulating exchange of information. Tentative plans are being made to offer this course to OSI again in March.

II. OTHER ACTIVITIES:

A. Management Training

(1) The third large follow-up meeting for alumni of Basic Supervision was held on 6 February. Approximately sixty people attended to hear Colonel White, DDS, speak on current Agency situations pertinent to first-line supervisors. The meeting lasted longer than had been anticipated because of the interest shown during the question period. It is hoped that the next large group meeting of this kind will be scheduled for some time in April.

(2) As of this date, 32 people have applied for Introduction to Supervision (GS 9-11), 17-21 February, and 22 for the regular Basic Supervision (GS 9-11), 3-4 March. Enrollment for each will be limited to 18.

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DDA Memo, 4 Apr 77  
Date: 10 March 1978

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Field Stations." This will enable the Operations Support Faculty to present a tentative training program for Station Chiefs covering their administrative responsibilities.

**D. Intelligence Orientation**

(1) The IO staff during the past week has concentrated on the administration of IO #18, the completion of the revised final examination, and bringing the exhibits of OO and OSI up to date.

(2) Increased interest in the noon-time area orientation movies has been noted, probably due in part to scheduling them at 12:40 instead of 12:30. Between one half and two thirds of the class has been attending each film.

**(3) Exhibits**

All innovations for the two exhibits this week have been completed, including the OSI exhibit and the Commo exhibit.

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X1  
X1  
It is planned to announce through the CTR Bulletin that all exhibitors should coordinate changes or additions to their exhibits directly [redacted] since these changes often require additional charts and additional space.

(4) Classroom space in the R&S area continues to be a major problem. [redacted] of the IO Faculty is meeting this week with [redacted] of the IP Faculty and [redacted] Supply and Services Section to determine the space which will be required for courses starting in March and April.

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**E. Clerical Training**

(1) During the week of 3 February there were 16 people in Clerical Induction. Of these, 8 were entering for the first time. During the same period, there were 17 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Refresher to on-duty Agency employees were as follows: of 9 tested in shorthand, one qualified; of 15 tested in typewriting, 7 qualified.

(3) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees were as follows: of 5 tested in shorthand, 3 qualified; of 10 tested in typewriting, 8 qualified.

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(4) Clerical Refresher #75 ended 31 January with 46 students. The Agency components represented included: DDP - 16; DDI - 13; DDS - 17.

(5) Clerical Refresher #76 began on 10 February with 58 students enrolled. The Agency components represented include: DDP - 20; DDS - 18; DDI - 20.

**F. OTR Orientation and Briefing Officer**

(1) On 11 February a lecture and discussion period on "The Intelligence Community and the NSC Today" was held for the 75 members of the current class at SIS. General John Cassidy, Staff Director of the President's Board of Consultants on Foreign Intelligence Activities, was in attendance with his Deputy, Mr. Lawrence. General Cassidy expressed satisfaction with the lecture and particularly with the way the subject of the President's Board of Consultants was treated.

(2) On 5 February a briefing on "National Security Organization" was given from 1800 to 2030 in 117 Central. The audience was composed of six naval reserve officers from the U. S. Naval Reserve Training Center.

(3) On 11 February the CIA Review was conducted by Mr. [redacted] for 31 overseas returnees.

(4) On 10 February the CIA Introduction was conducted by [redacted] for 14 persons.

(5) [redacted] has held several meetings relative to the low attendance at the Dependents Briefing. As a result of these meetings, a definite proposal for solving this problem will be submitted within the next week or two. At present only 15 per cent of the wives scheduled to go overseas are attending this briefing. A proposal will also be forthcoming on the feasibility of expanding the stateside briefing now given exclusively to JOT wives.

**III. PERSONNEL NOTES:**

A. [redacted] is attending Administrative Procedures.



"Chief, Intelligence School